

CITY OF TEMPE

Temporary Employment Opportunity



Community Services • Library • 3500 S. Rural Road, Tempe, AZ 85282 • (480) 350-5500 • TDD (480) 350-8400

Youth Librarian

(City of Tempe/Community Services Department – Youth Library)

- Opening Date:** December 23, 2014
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$21.00 per hour
- Work Schedule:** Up to 19.5 hours per week; hours to be determined by library needs

This is a Temporary Non-Benefitted position

Required Knowledge, Skills and Abilities:

- Knowledge of and appreciation of literature for children of all ages; child development, and library materials and services for children, parents and educators.
- Knowledge of and experience using public library technology and the Internet.
- Knowledge of Integrated Library Systems. Knowledge of Polaris ILS a plus.
- Proficient keyboarding and computer skills.
- Strong commitment to public service.
- Excellent customer service skills.
- Ability to coordinate the work of others.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to maintain the necessary energy to meet job requirements.
- Ability to be flexible with work schedule which meets the needs of the position.
- Experience preparing and implementing story times highly desired.

Essential Duties & Responsibilities:

Under the supervision of the Youth Library Supervisor and/or other management staff; duties may include, but are not limited to, the following:

- Provide prompt and effective information and reader's advisory services to patrons of all ages.
- Assist in creating a welcoming and responsive atmosphere of service.
- Create a positive environment in which youth are engaged in literacy based educational and recreational activities.
- Assist in promoting library use, especially programs and services of the Youth area.
- Preparing and implementing engaging story times for parents and children.
- Provide and promote excellent customer service in a public setting.
- Perform reference and reader's advisory services for children and teens.
- Assist library users in their use of the library catalog, public Internet computers and other equipment.
- Assist library users with library account related questions.
- Plan, organize and conduct children and teen programs.

- Prepare and make public presentations.
- Establish and maintain cooperative working relationships with library staff and community organizations.
- Establish a positive working relationship while respecting the diverse culture and experience of library users and library staff.
- Follow oral and written instructions.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Maintain positive relations with the public, staff and volunteers.
- Perform related duties as assigned.

Education:

Master Degree in Library Science & Information from an ALA accredited college or university.

Physical and Environmental Characteristics:

Intermittent physical activity including bending, reaching and prolonged periods of sitting or standing.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

SUBMIT APPLICATION and/or RÉSUMÉ TO:

City of Tempe
Community Services/Library
Attn: Sherry Warren
3500 S. Rural Road
Tempe, Arizona 85282

For questions, please contact:

Sherry Warren, Library Supervisor
Phone: (480) 350-5554
Email: sherry_warren@tempe.gov

An equal opportunity/reasonable accommodation employer



Application for Temporary Part-Time Library Employment

An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY.
ANSWER ALL QUESTIONS COMPLETELY.
SIGN THE APPLICATION.

**TITLE OF
POSITION:** _____

1. **Name:** _____ 2. **Last Four Digits of Social Security Number:** _____
Last First Middle Initial

3. **Address:** _____
Street - Apt. # City State Zip Code

4. **Phone - Home:** _____ **Cell:** _____ **email:** _____

5. Are you at least 16 years old? **Yes** _____ **No** _____ Upon hiring, you will be required to show proof.

6. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? **Yes** _____ **No** _____

7. Are you related to any member of the City Council or any City Board or Commission member or any City employee?
Yes _____ **No** _____ If yes, indicate NAME, RELATIONSHIP and POSITION: _____

8. Have you ever worked for the City of Tempe? **Yes** _____ **No** _____ If yes, when? _____
month/year

9. Dates Available: From _____ to _____ Specify times you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work.							

10. EDUCATION: Circle highest grade completed.

GRADE SCHOOL: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 5 6

11. HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING

Name Dates Attended Major Degree or Diploma Obtained

12. Please list other names you have gone by, so we can verify your previous work experience and/or education.

JOB EXPERIENCE: Include all related job and volunteer experience pertinent to the position you are applying for, in order of most recent experience. Fill in all spaces. Be accurate and complete. You may attach a résumé, but your qualifications will be evaluated on information provided on this form.

13. Place of Employment or Volunteer Experience: _____ Phone: _____

Address: _____

Street

City

State

Zip Code

Kind of Business: _____ Your Title: _____

Supervisor's Name/Title: _____

Employment Dates: From: _____ To: _____ Total Time There: _____

month/year

month/year

years

months

Hours Per Week: _____ Starting Wage \$ _____ per _____ Ending Wage: \$ _____ per _____

Description of Work Performed: _____

Reason for leaving or wanting to change: _____

May we contact this employer if you are considered for the position? Yes _____ No _____

14. Place of Employment or Volunteer Experience: _____ Phone: _____

Address: _____

Street

City

State

Zip Code

Kind of Business: _____ Your Title: _____

Supervisor's Name/Title: _____

Employment Dates: From: _____ To: _____ Total Time There: _____

month/year

month/year

years

months

Hours Per Week: _____ Starting Wage \$ _____ per _____ Ending Wage: \$ _____ per _____

Description of Work Performed: _____

Reason for leaving or wanting to change: _____

May we contact this employer if you are considered for the position? Yes _____ No _____

15. Place of Employment or Volunteer Experience: _____ Phone: _____

Address: _____

Street

City

State

Zip Code

Kind of Business: _____ Your Title: _____

Supervisor's Name/Title: _____

Employment Dates: From: _____ To: _____ Total Time There: _____

month/year

month/year

years

months

Hours Per Week: _____ Starting Wage \$ _____ per _____ Ending Wage: \$ _____ per _____

Description of Work Performed: _____

Reason for leaving or wanting to change: _____

May we contact this employer if you are considered for the position? Yes _____ No _____

16. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes _____ No _____

If Yes, please explain: _____

17. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence? Include military trial convictions.

NOTE: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes _____ No _____

If Yes, please explain: _____

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Name (printed): _____

Signature: _____ Date: _____